

## **Senior Writer-Editor #11062**

### **Position Description:**

Writes and edits work products of the Office of Inspector General (OIG) of the Board of Governors of the Federal Reserve System (Board), to include audit, inspection, evaluation, and investigative reports and briefings; recurring or periodic documents, such as the OIG's semiannual reports to Congress; internal communications; and web content. Ensures written products comply with the highest editorial standards for clarity, language, logical organization, and style. Serves as a resource for OIG staff on editorial matters, such as grammar, punctuation, and style.

### **Position Requirements:**

At the FR-25 grade, the position requires strong (and at the FR-26 grade, expert) knowledge of analytical writing, editing, proofreading, and web content management skills. Prior OIG writer-editor experience is strongly desired. Specific requirements include mastery of grammar, style, and standard usage; knowledge of the Chicago Manual of Style and other recognized style guides; mastery of oral and written communication to facilitate communication of constructive comments and criticism of reports, to help articulate report messages, negotiate solutions acceptable to teams and management, and implement agreed-upon solutions.

At the FR-25 grade, ability to collaborate with staff at all levels of the organization. Ability to adapt style, manner of presentation, and format as appropriate to meet the expectations of a varied audience, including Board members, Federal Reserve system employees, Consumer Financial Protection Bureau (CFPB) employees, Congress, and the public. Ability to write in plain language for the web; experience in web proofreading, editing, and content management. Experience in coordinating the editorial print and production process, and using SharePoint as a collaborative tool to manage and edit documents.

In addition, at the FR-26 grade, requires the ability to work independently, without detailed guidance, while functioning as a brand representative of the OIG communications best practices. Excellent interpersonal skills and ability to work well in a team environment. Ability to guide, mentor, and train less experienced staff assigned to projects, so they may handle the demands of their assignments.

For all grades, strong time management, multitasking, and organizational skills; and attention to detail; knowledge of standard computer software, including Adobe Creative Suite (in particular, InDesign) and Microsoft Office software. Knowledge of graphic design principles and implementation to include layout, branding, and visual communications analysis in both static (e.g., graphics) and dynamic (e.g., videos) modes. Ability to understand information in fields unrelated to editing and publishing disciplines, such as the supervision and regulation of financial institutions, in order to identify and resolve inconsistencies

and inaccuracies. Knowledge of social media trends for government agencies and the ability to align those trends with OIG mission and objectives. Experience with video, graphics, and social networking strategies is desirable. Ability in HTML/XML, along with experience in brand identity and external outreach initiatives development is preferred.

Knowledge level is typically achieved through completion of a bachelor's degree, preferably in English, journalism, or a related field, or through extensive work-related experience. At the FR-25 grade, four years of specialized experience in technical editing and writing with increasing levels of responsibility is required. At the FR-26 grade, five years of specialized experience in technical editing and writing with increasing levels of responsibility is required. Knowledge of and experience with accessibility/Section 508 is highly desirable.

Position will focus on internal communications. Principal duties include:

- Developing an overall strategic plan for internal communications
- Translating the OIG's strategy into key messages, managing their dissemination, measuring their success, and adjusting as necessary.
- Writing and editing internal communications materials that engage and inform employees, influence behavior, and help achieve objectives through various communications channels (e-mails, videos, podcasts, digital signage, blogs, news articles, etc.)
- Managing the OIG's Intranet, which includes content for all employees as well as specialized pages, resources for the entire organization via SharePoint
- Using qualitative and quantitative metrics to manage and measure internal communications channels.

Position will also be expected to support external communications (developmental editing, copyediting, and proofreading) and back up other team members. Prior OIG experience and graphic design and layout skills helpful but not required.

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